

**Utah Office of Museum Services**  
**PROJECT SUPPORT GRANT**  
**GUIDELINES FY 2006-2007**

**DEADLINE: APRIL 21, 2006**

### **Grant Deadline**

Applications must be postmarked by **Friday, April 21, 2006**. Notification of the grant awards will be sent on or before June 15, 2006. Applications are also available on OMS web site at: [community.utah.gov/museum\\_services](http://community.utah.gov/museum_services).

For further information or if you need assistance in preparing your grant, call Dan Burke or Laurel Casjens at (801) 533-3589/3592.

### **Utah Office of Museum Services**

The Utah Office of Museum Services (OMS) was created by the 1993 Utah State Legislature to provide Utah museums with technical assistance, professional training, and funding through a state grants program. OMS is a state agency within the Department of Community and Culture, Division of Housing and Community, and is administered by two staff members and an eleven member Advisory Board appointed by the Governor: Claudette Eastman, Chair; Glen Leonard, Vice Chair; Larry Douglas; Lynne Goodwin; Campbell Gray; Harold (Hal) Hickman; Cindy Kindred; Edith Menna, Janet Petersen; Jane Ream; and Patty Timbimboo-Madsen.

### **Grant Description**

Project Support Grants with a maximum of \$6,000 are available to museums that are open 1,000 hours annually. Museums may apply for multiple projects if the total requested is \$6,000 or less. Project(s) cannot begin prior to July 1, 2006, and must be completed by June 30, 2007. Grants require a one-to-one (cash or in-kind) match.

#### **Projects Eligible for Project Support Grants Include, but are not limited to the Following:**

- Design, preparation and installation of exhibitions and related public programs;
- Interpretive seminars, lectures and workshops;
- Pamphlets, brochures and printed material to support programs, exhibits or other educational materials;
- Outreach programs to schools and community organizations;
- Exhibit sharing and traveling exhibits;
- Cataloguing and related collection research;
- Purchases of equipment, e.g., computers, printers, etc.;
- Contracted project personnel.
- Upgrading/restoration of facilities.

#### **Grants cannot be used to fund the following:**

- Endowments;
- Acquisition of objects for the collection;
- Salaries for part-time or full-time staff positions
- Lobbying expenses.

### **Eligibility Requirements**

#### **Museums Must:**

1. Be located in Utah;
2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service; or be operated by a government entity;
3. Be open to the general public on a regular basis with a publicly announced and adhered to schedule of at least 1,000 hours per year;
4. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates; and
5. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum.

### **Review Process**

The Office of Museum Services will review applications to insure eligibility. OMS Advisory Board will make final decisions on awards.

### **Confirmation/Acknowledgments**

1. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this grant.
2. Grant recipient will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.
3. Copies of publicity, promotional materials, and photographs should accompany the Evaluation Report Form.
4. The contract will be completed and closed upon receipt of the Evaluation Report Form at the Utah Office of Museum Service.